



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

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**TO:** Agency Directors

**FROM:** Victor A. Moore *VAM*  
Director

**SUBJECT: 2005-07 OPERATING AND CAPITAL ALLOTMENT INSTRUCTIONS**

The 2005-07 operating and capital budget allotment instructions are now available electronically on the Office of Financial Management (OFM) website. Paper copies will be mailed to your agency budget officer in the next few days.

Initial allotments for the 2005-07 Biennium are due to OFM July 29, August 5 or August 12 (as specified in Appendix A of the instructions). Agencies are required by law to submit allotments to OFM no later than 45 days after the start of the biennium.

I encourage all agencies to move forward in developing initial allotment plans now that OFM appropriation schedules are available.

Additional copies of the allotment instructions can be requested by calling OFM Budget Division at (360) 902-0560.

cc: Agency Budget Officers